



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information:

**Job Title:** 16117-Group Chief- SNIS Executive 1

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 03/05/21-03/22/21

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal Candidates, Detailees

**Division:** DNI/NCTC/DSOP/TIG

**Duty Location:** Washington, DC

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for a SNIS Executive Tier 1 cadre position in the ODNI.

- An internal candidate to fill a SNIS Executive Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Senior Service (SNIS, SES, SIS, DISES, DISL) employees. Highly qualified GS-15s may apply.

Who May Apply:

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI cadre.



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- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## Major Duties and Responsibilities (MDRs)

- Lead a professional staff in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure timelines, deliverables, and outcomes are met according to approved plans.
- Manage and assess the status of projects on a continuous basis, to include resource management and contractor support, and ensure that resources are aligned with mission priorities.
- Establish, guide, and oversee ODNI, IC, and US Government working groups, boards, and committees, as needed, to support accomplishment of corporate and strategic goals.
- Represent NCTC, DSOP, or ODNI on related fora and conduct ongoing collaboration and outreach with stakeholders and partners across the ODNI, IC, United States Government, and oversight organizations, as needed, to meet mission objectives.
- Perform personnel management responsibilities with a focus on building and retaining a diverse, high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation. Manage staff to ensure full range of understanding of customer requirements related to assigned missions and ensuring these requirements have been conveyed to and coordinated with the ODNI and the IC.



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- Provide leadership, guidance, and oversight of staff in order to elicit, analyze, and define customer/stakeholder requirements, support development of investment plans, and ensure development of business cases spanning multiple Intelligence Community organizations in order to meet stakeholder requirements.
- Support briefings to senior IC officials and other major stakeholders' collaboration progress, issues and challenges, and opportunities.
- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development.
- Develop and Lead dynamic and long-term interagency planning and coordination efforts in support of National CT priorities.
- Initiate, cultivate, and maintain productive working relationships with counterparts across the USG in order to implement mission and enterprise objectives. Lead collaboration with relevant stakeholders and ensure appropriate and effective engagement to build collaborative networks to enhance mission effectiveness; serve as an impartial advocate to overcome challenges; enable proactive intelligence and information sharing; improve awareness and understanding of department and agency activities across the CT Community.
- Conduct assessments to capture IC progress towards mission objectives and assess how well the IC is postured for future environments, in collaboration with the Deputy NIM for CT.
- Direct the setting of collection and analysis priorities for national intelligence related to CT, in collaboration with the Deputy NIM for CT.
- Support the NIM for CT in efforts to lead the IC to meet mission objectives of the National Intelligence Strategy (NIS) and National Strategy for CT in accordance with the Intelligence Reform and Terrorism Prevention Act (IRTPA) and Intelligence Community Directive 900.
- Advise and engage senior IC leadership on strategic priorities, opportunities, gaps, and make recommendations for improvements while working closely with the Resources and Assessments Group to link IC CT progress on strategies to budgetary requirements.
- Lead efforts to determine the state of collection and analysis on CT issues, and subsequently coordinate efforts to address identified shortfalls consistent with overall guidance from the ODNI. Evaluate the IC's responsiveness and success in filling collection and analysis shortfalls and meeting mission requirements.

## **Mandatory and Educational Requirements:**

- Track record of success in first- and second-line management roles.
- Demonstrated ability to work well across organizational lines, breaking down stovepipes, and collaborating and communicating effectively across organizational lines, as well as up, down, and across organizations.



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- Proven ability to develop and sustain an inclusive environment; ability to clearly define and articulate mission objectives and hold subordinates accountable for results.
- Demonstrated interpersonal skills and ability to build consensus, work effectively and independently, and influence key stakeholders and customers to build a broad coalition promoting a coordinated interagency and national approach to CT.
- Exceptional critical thinking skills, including an ability to think strategically, assess programmatic initiatives, and adapt plans to meet evolving mission objectives.
- Knowledge of NCTC and the CT community, including an understanding of different department/ agency organizational cultures, missions, authorities, and roles.
- Expert knowledge of the functions of the USG CT departments and agencies to include experience with international terrorism, combating terrorism programs, policies and understanding of different department/agency organizational cultures, missions, authorities, and roles.
- Extensive knowledge and experience in USG strategic planning and implementation, particularly with regards to “whole of government” planning – to include both Title 50 and non-Title 50 agencies.
- Excellent oral and written communication skills, including the ability to exert influence with senior leadership and policy makers, and communicate complex thoughts and arguments to others, both internal and external to the organization.
- Knowledge and experience with the national security decision making process within the U.S. Government and intelligence community support to strategic level policymakers, preferably within the CT context.
- Demonstrated subject matter expertise on a regional or functional CT topic

## Key Requirements and How To Apply:

### Internal ODNI Cadre Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



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**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either dni\_coo\_hrm\_semo\_wma@cia.ic.gov gov (classified email system) or DNI\_CMO\_HC\_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

## **Current Federal Employees Applying for a Detail Assignment:**

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website. Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

**WHERE TO SUBMIT:** Applications should be sent to DNI\_CMO\_HC\_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call 703-275-3300.

## **What To Expect Next**



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The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3300; Email: [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@dni.gov)

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**